

SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS <i>OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, AND 30</i>				1. REQUISITION NUMBER WK4TNC63462000		PAGE 1 OF 27	
2. CONTRACT NO.		3. AWARD/EFFECTIVE DATE		4. ORDER NUMBER		5. SOLICITATION NUMBER W912PG-07-T-0078	
7. FOR SOLICITATION INFORMATION CALL:		a. NAME ANTONIE LEUSER				b. TELEPHONE NUMBER (No Collect Calls) 0931 2970 223	
9. ISSUED BY RCO FRANCONIA DEPARTMENT OF THE ARMY, USACCE WARNER BARRACKS, BLDG 7108 UNIT 27535 APO AE 09139 TEL: FAX:		CODE W912PG		10. THIS ACQUISITION IS <input checked="" type="checkbox"/> UNRESTRICTED <input type="checkbox"/> SET ASIDE: % FOR <input type="checkbox"/> SMALL BUSINESS <input type="checkbox"/> HUBZONE SMALL BUSINESS <input type="checkbox"/> 8(A) NAICS: SIZE STANDARD:		11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED <input type="checkbox"/> SEE SCHEDULE <input type="checkbox"/> 13a. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700) 13b. RATING 14. METHOD OF SOLICITATION <input checked="" type="checkbox"/> RFQ <input type="checkbox"/> IFB <input type="checkbox"/> RFP	
15. DELIVER TO USAG SCHWEINFURT, ACS HAL SNYDER BLDG. 242, CMR 457 LEDWARD BARRACKS APO AE 09033 TEL: 354-6751 FAX:		CODE WK4TNC		16. ADMINISTERED BY CODE			
17a. CONTRACTOR/OFFEROR TEL. FACILITY CODE		CODE		18a. PAYMENT WILL BE MADE BY CODE			
<input type="checkbox"/> 17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER		18b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a. UNLESS BLOCK BELOW IS CHECKED <input type="checkbox"/> SEE ADDENDUM					
19. ITEM NO.	20. SCHEDULE OF SUPPLIES/ SERVICES			21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
	SEE SCHEDULE						
25. ACCOUNTING AND APPROPRIATION DATA						26. TOTAL AWARD AMOUNT (For Govt. Use Only)	
<input type="checkbox"/> 27a. SOLICITATION INCORPORATES BY REFERENCE FAR 52.212-1. 52.212-4. FAR 52.212-3. 52.212-5 ARE ATTACHED. ADDENDA <input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED <input type="checkbox"/> 27b. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4. FAR 52.212-5 IS ATTACHED. ADDENDA <input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED							
28. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN <u>1</u> COPIES TO ISSUING OFFICE. CONTRACTOR AGREES TO FURNISH AND DELIVER ALL ITEMS SET FORTH OR OTHERWISE IDENTIFIED ABOVE AND ON ANY ADDITIONAL SHEETS SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED HEREIN. <input checked="" type="checkbox"/>					29. AWARD OF CONTRACT: REFERENCE <input type="checkbox"/> OFFER DATED . YOUR OFFER ON SOLICITATION (BLOCK 5), INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN, IS ACCEPTED AS TO ITEMS:		
30a. SIGNATURE OF OFFEROR/CONTRACTOR				31a. UNITED STATES OF AMERICA (SIGNATURE OF CONTRACTING OFFICER)		31c. DATE SIGNED	
30b. NAME AND TITLE OF SIGNER (TYPE OR PRINT)		30c. DATE SIGNED		31b. NAME OF CONTRACTING OFFICER (TYPE OR PRINT) TEL: EMAIL:			

SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS (CONTINUED)				PAGE 2 OF 27	
19. ITEM NO.	20. SCHEDULE OF SUPPLIES/ SERVICES	21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
	SEE SCHEDULE				
32a. QUANTITY IN COLUMN 21 HAS BEEN <input type="checkbox"/> RECEIVED <input type="checkbox"/> INSPECTED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT, EXCEPT AS NOTED: _____					
32b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE		32c. DATE	32d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE		
32e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE			32f. TELEPHONE NUMBER OF AUTHORIZED GOVERNMENT REPRESENTATIVE		
			32g. E-MAIL OF AUTHORIZED GOVERNMENT REPRESENTATIVE		
33. SHIP NUMBER		34. VOUCHER NUMBER	35. AMOUNT VERIFIED CORRECT FOR		36. PAYMENT
<input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL			<input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		37. CHECK NUMBER
38. S/R ACCOUNT NUMBER	39. S/R VOUCHER NUMBER	40. PAID BY			
41a. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT 41b. SIGNATURE AND TITLE OF CERTIFYING OFFICER		41c. DATE	42a. RECEIVED BY <i>(Print)</i>		
			42b. RECEIVED AT <i>(Location)</i>		
			42c. DATE REC'D <i>(YY/MM/DD)</i>	42d. TOTAL CONTAINERS	

Section SF 1449 - CONTINUATION SHEET

GENERAL INFORMATION

Provide non-personal services as the Relocation Specialist in accordance with the Performance Work Statement (PWS) and the Standard Operating Procedures (SOP) for Army Community Service (ACS) Relocation Readiness Program Loan Closet.

Contract Period: 01 April 2007 – 30 September 2007

Location:

ACSC Facility, Building Number 14
Leighton Barracks
Wuerzburg
Germany

Point of Contact:

Mrs. Patricia Lamson
Tel (civ): 09721-96-7057
Tel (mil): 354-7057

Services are only estimated. Only services actually performed will be paid for.

Upon submission of an invoice in conformance with the contract, partial payments will be made on a monthly basis.

Contractor must indicate their Social Security Number on the invoices in order to obtain payment.

TAXES:

The contractor is responsible for paying all federal, state and local taxes.
Taxes are not to be included on invoices.

The price associated with the services described in the Performance Work Statement is anticipated to be within a range of \$5,600.00 – \$7,000.00.

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0001	Relocation Specialist FFP Provide non-personal services as Relocation Specialist as indicated in the following SubClins. FOB: Destination PURCHASE REQUEST NUMBER: WK4TNC63462000				

NET AMT

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0001AA	Relocation Specialist FFP Maintain Loan Closet services as specified in Para. 5a of the PWS. FOB: Destination PURCHASE REQUEST NUMBER: WK4TNC63462000	6	Service		

NET AMT

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0001AB	Relocation Specialist FFP Produce SITES boklets as specified in Para. 5b of the PWS. FOB: Destination PURCHASE REQUEST NUMBER: WK4TNC63462000	6	Service		

NET AMT

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0001AC	Relocation Specialist FFP Update SITES booklets as specified in Para. 5c of the PWS. FOB: Destination PURCHASE REQUEST NUMBER: WK4TNC63462000	6	Service		

NET AMT

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0001AD	Relocation Specialist FFP Maintain and produce welcome/ information packets as specified in Para. 5d of the PWS. FOB: Destination PURCHASE REQUEST NUMBER: WK4TNC63462000	6	Service		

NET AMT

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0001AE	Relocation Specialist FFP Complete between a minimum of 28 hours and a maximum of 40 hours of customer support at the front desk per month as specified in Para. 5e of the PWS. FOB: Destination PURCHASE REQUEST NUMBER: WK4TNC63462000	6	Service		

NET AMT

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0001AF	Relocation Specialist FFP Report statistical data to the program manager each month as specified in Para. 5f of the PWS. FOB: Destination PURCHASE REQUEST NUMBER: WK4TNC63462000	6	Service		

NET AMT

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0001AG	Relocation Specialist FFP Update up to ten fliers and handouts per month as advertising and marketing tools as specified in Para. 5g of the PWS. FOB: Destination PURCHASE REQUEST NUMBER: WK4TNC63462000	6	Service		

NET AMT

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0001AH	Relocation Specialist FFP Update and maintain relocation bulletin board as specified in Para. 5h of the PWS. FOB: Destination PURCHASE REQUEST NUMBER: WK4TNC63462000	6	Service		

NET AMT

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
7500	Contractor Manpower Reporting FFP Contract Manpower Reporting as indicated below. Associated costs shall be included in the contract price. This item is not separately priced (NSP). CONTRACTOR MANPOWER REPORTING. The Contractor is required to report all Contractor manpower (to include subcontractor manpower) required for the performance of this contract. The contractor is required to completely fill in all the required fields in the reporting system using the following web address: https://cmra.army.mil The requiring activity will assist the Contractor with the reporting requirement as necessary. The Contractor may enter reports at any time during the reporting period, which is defined as the period of performance not to exceed 12 months ending 30 September of each Government fiscal year. Reporting must be completed no later than 31 Oct for every year or part of a year for which the contract is in place. Failure to comply with this reporting requirement will result in contract termination. FOB: Destination PURCHASE REQUEST NUMBER: WK4TNC63462000				

NET AMT

CLAUSES INCORPORATED BY REFERENCE

52.225-13	Restrictions on Certain Foreign Purchases	FEB 2006
252.222-7002	Compliance With Local Labor Laws (Overseas)	JUN 1997
252.225-7042	Authorization to Perform	APR 2003
252.233-7001	Choice of Law (Overseas)	JUN 1997
252.247-7023 Alt III	Transportation of Supplies by Sea (May 2002) Alternate III	MAY 2002

CLAUSES INCORPORATED BY FULL TEXT

52.212-1 INSTRUCTIONS TO OFFERORS--COMMERCIAL ITEMS (SEP 2006)

(a) North American Industry Classification System (NAICS) code and small business size standard. The NAICS code and small business size standard for this acquisition appear in Block 10 of the solicitation cover sheet (SF 1449). However, the small business size standard for a concern which submits an offer in its own name, but which proposes to furnish an item which it did not itself manufacture, is 500 employees.

(b) Submission of offers. Submit signed and dated offers to the office specified in this solicitation at or before the exact time specified in this solicitation. Offers may be submitted on the SF 1449, letterhead stationery, or as otherwise specified in the solicitation. As a minimum, offers must show--

- (1) The solicitation number;
 - (2) The time specified in the solicitation for receipt of offers;
 - (3) The name, address, and telephone number of the offeror;
 - (4) A technical description of the items being offered in sufficient detail to evaluate compliance with the requirements in the solicitation. This may include product literature, or other documents, if necessary;
 - (5) Terms of any express warranty;
 - (6) Price and any discount terms;
 - (7) "Remit to" address, if different than mailing address;
 - (8) A completed copy of the representations and certifications at FAR 52.212-3 (see FAR 52.212-3(k) for those representations and certifications that the offeror shall complete electronically);
 - (9) Acknowledgment of Solicitation Amendments;
 - (10) Past performance information, when included as an evaluation factor, to include recent and relevant contracts for the same or similar items and other references (including contract numbers, points of contact with telephone numbers and other relevant information); and
 - (11) If the offer is not submitted on the SF 1449, include a statement specifying the extent of agreement with all terms, conditions, and provisions included in the solicitation. Offers that fail to furnish required representations or information, or reject the terms and conditions of the solicitation may be excluded from consideration.
- (c) Period for acceptance of offers. The offeror agrees to hold the prices in its offer firm for 30 calendar days from the date specified for receipt of offers, unless another time period is specified in an addendum to the solicitation.
- (d) Product samples. When required by the solicitation, product samples shall be submitted at or prior to the time specified for receipt of offers. Unless otherwise specified in this solicitation, these samples shall be submitted at no

expense to the Government, and returned at the sender's request and expense, unless they are destroyed during preaward testing.

(e) Multiple offers. Offerors are encouraged to submit multiple offers presenting alternative terms and conditions or commercial items for satisfying the requirements of this solicitation. Each offer submitted will be evaluated separately.

(f) Late submissions, modifications, revisions, and withdrawals of offers:

(1) Offerors are responsible for submitting offers, and any modifications, revisions, or withdrawals, so as to reach the Government office designated in the solicitation by the time specified in the solicitation. If no time is specified in the solicitation, the time for receipt is 4:30 p.m., local time, for the designated Government office on the date that offers or revisions are due.

(2)(i) Any offer, modification, revision, or withdrawal of an offer received at the Government office designated in the solicitation after the exact time specified for receipt of offers is "late" and will not be considered unless it is received before award is made, the Contracting Officer determines that accepting the late offer would not unduly delay the acquisition; and--

(A) If it was transmitted through an electronic commerce method authorized by the solicitation, it was received at the initial point of entry to the Government infrastructure not later than 5:00 p.m. one working day prior to the date specified for receipt of offers; or

(B) There is acceptable evidence to establish that it was received at the Government installation designated for receipt of offers and was under the Government's control prior to the time set for receipt of offers; or

(C) If this solicitation is a request for proposals, it was the only proposal received.

(ii) However, a late modification of an otherwise successful offer, that makes its terms more favorable to the Government, will be considered at any time it is received and may be accepted.

(3) Acceptable evidence to establish the time of receipt at the Government installation includes the time/date stamp of that installation on the offer wrapper, other documentary evidence of receipt maintained by the installation, or oral testimony or statements of Government personnel.

(4) If an emergency or unanticipated event interrupts normal Government processes so that offers cannot be received at the Government office designated for receipt of offers by the exact time specified in the solicitation, and urgent Government requirements preclude amendment of the solicitation or other notice of an extension of the closing date, the time specified for receipt of offers will be deemed to be extended to the same time of day specified in the solicitation on the first work day on which normal Government processes resume.

(5) Offers may be withdrawn by written notice received at any time before the exact time set for receipt of offers. Oral offers in response to oral solicitations may be withdrawn orally. If the solicitation authorizes facsimile offers, offers may be withdrawn via facsimile received at any time before the exact time set for receipt of offers, subject to the conditions specified in the solicitation concerning facsimile offers. An offer may be withdrawn in person by an offeror or its authorized representative if, before the exact time set for receipt of offers, the identity of the person requesting withdrawal is established and the person signs a receipt for the offer.

(g) Contract award (not applicable to Invitation for Bids). The Government intends to evaluate offers and award a contract without discussions with offerors. Therefore, the offeror's initial offer should contain the offeror's best terms from a price and technical standpoint. However, the Government reserves the right to conduct discussions if later determined by the Contracting Officer to be necessary. The Government may reject any or all offers if such action is in the public interest; accept other than the lowest offer; and waive informalities and minor irregularities in offers received.

(h) Multiple awards. The Government may accept any item or group of items of an offer, unless the offeror qualifies the offer by specific limitations. Unless otherwise provided in the Schedule, offers may not be submitted for quantities less than those specified. The Government reserves the right to make an award on any item for a quantity less than the quantity offered, at the unit prices offered, unless the offeror specifies otherwise in the offer.

(i) Availability of requirements documents cited in the solicitation. (1)(i) The GSA Index of Federal Specifications, Standards and Commercial Item Descriptions, FPMR Part 101-29, and copies of specifications, standards, and commercial item descriptions cited in this solicitation may be obtained for a fee by submitting a request to--GSA Federal Supply Service Specifications Section, Suite 8100, 470 East L'Enfant Plaza, SW, Washington, DC 20407, Telephone (202) 619-8925, Facsimile (202) 619-8978.

(ii) If the General Services Administration, Department of Agriculture, or Department of Veterans Affairs issued this solicitation, a single copy of specifications, standards, and commercial item descriptions cited in this solicitation may be obtained free of charge by submitting a request to the addressee in paragraph (i)(1)(i) of this provision. Additional copies will be issued for a fee.

(2) Most unclassified Defense specifications and standards may be downloaded from the following ASSIST websites:

(i) ASSIST (<http://assist.daps.dla.mil>).

(ii) Quick Search (<http://assist.daps.dla.mil/quicksearch>).

(iii) ASSISTdocs.com (<http://assistdocs.com>).

(3) Documents not available from ASSIST may be ordered from the Department of Defense Single Stock Point (DoDSSP) by--

(i) Using the ASSIST Shopping Wizard (<http://assist.daps.dla.mil/wizard>);

(ii) Phoning the DoDSSP Customer Service Desk (215) 697-2179, Mon-Fri, 0730 to 1600 EST; or

(iii) Ordering from DoDSSP, Building 4, Section D, 700 Robbins Avenue, Philadelphia, PA 19111-5094, Telephone (215) 697-2667/2179, Facsimile (215) 697-1462.

(4) Nongovernment (voluntary) standards must be obtained from the organization responsible for their preparation, publication, or maintenance.

(j) Data Universal Numbering System (DUNS) Number. (Applies to all offers exceeding \$3,000, and offers of \$3,000 or less if the solicitation requires the Contractor to be registered in the Central Contractor Registration (CCR) database. The offeror shall enter, in the block with its name and address on the cover page of its offer, the annotation "DUNS" or "DUNS +4" followed by the DUNS or DUNS +4 number that identifies the offeror's name and address. The DUNS +4 is the DUNS number plus a 4-character suffix that may be assigned at the discretion of the offeror to establish additional CCR records for identifying alternative Electronic Funds Transfer (EFT) accounts (see FAR Subpart 32.11) for the same parent concern. If the offeror does not have a DUNS number, it should contact Dun and Bradstreet directly to obtain one. An offeror within the United States may contact Dun and Bradstreet by calling 1-866-705-5711 or via the internet at <http://www.dnb.com>. An offeror located outside the United States must contact the local Dun and Bradstreet office for a DUNS number.

(k) Central Contractor Registration. Unless exempted by an addendum to this solicitation, by submission of an offer, the offeror acknowledges the requirement that a prospective awardee shall be registered in the CCR database prior to award, during performance and through final payment of any contract resulting from this solicitation. If the Offeror does not become registered in the CCR database in the time prescribed by the Contracting Officer, the

Contracting Officer will proceed to award to the next otherwise successful registered Offeror. Offerors may obtain information on registration and annual confirmation requirements via the Internet at <http://www.ccr.gov> or by calling 1-888-227-2423 or 269-961-5757.

(l) Debriefing. If a post-award debriefing is given to requesting offerors, the Government shall disclose the following information, if applicable:

- (1) The agency's evaluation of the significant weak or deficient factors in the debriefed offeror's offer.
- (2) The overall evaluated cost or price and technical rating of the successful and the debriefed offeror and past performance information on the debriefed offeror.
- (3) The overall ranking of all offerors, when any ranking was developed by the agency during source selection.
- (4) A summary of the rationale for award;
- (5) For acquisitions of commercial items, the make and model of the item to be delivered by the successful offeror.
- (6) Reasonable responses to relevant questions posed by the debriefed offeror as to whether source-selection procedures set forth in the solicitation, applicable regulations, and other applicable authorities were followed by the agency.

(End of provision)

52.212-2 EVALUATION--COMMERCIAL ITEMS (JAN 1999)

(a) The Government will award a contract resulting from this solicitation to the responsible offeror whose offer conforming to the solicitation will be most advantageous to the Government, price and other factors considered. The following factors shall be used to evaluate offers: Price see addendum to FAR 52.212-2

Technical and past performance, when combined, are N/A.

(b) Options. The Government will evaluate offers for award purposes by adding the total price for all options to the total price for the basic requirement. The Government may determine that an offer is unacceptable if the option prices are significantly unbalanced. Evaluation of options shall not obligate the Government to exercise the option(s).

(c) A written notice of award or acceptance of an offer, mailed or otherwise furnished to the successful offeror within the time for acceptance specified in the offer, shall result in a binding contract without further action by either party. Before the offer's specified expiration time, the Government may accept an offer (or part of an offer), whether or not there are negotiations after its receipt, unless a written notice of withdrawal is received before award.

(End of clause)

52.212-5 CONTRACT TERMS AND CONDITIONS REQUIRED TO IMPLEMENT STATUTES OR EXECUTIVE ORDERS--COMMERCIAL ITEMS (NOV 2006)

(a) The Contractor shall comply with the following Federal Acquisition Regulation (FAR) clauses, which are incorporated in this contract by reference, to implement provisions of law or Executive orders applicable to acquisitions of commercial items:

(1) 52.233-3, Protest After Award (AUG 1996) (31 U.S.C. 3553).

(2) 52.233-4, Applicable Law for Breach of Contract Claim (OCT 2004) (Pub. L. 108-77, 108-78).

(b) The Contractor shall comply with the FAR clauses in this paragraph (b) that the Contracting Officer has indicated as being incorporated in this contract by reference to implement provisions of law or Executive orders applicable to acquisitions of commercial items: (Contracting Officer check as appropriate.)

___ (1) 52.203-6, Restrictions on Subcontractor Sales to the Government (SEP 2006), with Alternate I (OCT 1995) (41 U.S.C. 253g and 10 U.S.C. 2402).

___ (2) 52.219-3, Notice of HUBZone Small Business Set-Aside (Jan 1999) (15 U.S.C. 657a).

___ (3) 52.219-4, Notice of Price Evaluation Preference for HUBZone Small Business Concerns (JUL 2005) (if the offeror elects to waive the preference, it shall so indicate in its offer) (15 U.S.C. 657a).

___ (4) [Removed].

___ (5)(i) 52.219-6, Notice of Total Small Business Set-Aside (JUNE 2003) (15 U.S.C. 644).

___ (ii) Alternate I (OCT 1995) of 52.219-6.

___ (iii) Alternate II (MAR 2004) of 52.219-6.

___ (6)(i) 52.219-7, Notice of Partial Small Business Set-Aside (JUNE 2003) (15 U.S.C. 644).

___ (ii) Alternate I (OCT 1995) of 52.219-7.

___ (iii) Alternate II (MAR 2004) of 52.219-7.

___ (7) 52.219-8, Utilization of Small Business Concerns (MAY 2004) (15 U.S.C. 637 (d)(2) and (3)).

___ (8)(i) 52.219-9, Small Business Subcontracting Plan (SEP 2006) (15 U.S.C. 637(d)(4)).

___ (ii) Alternate I (OCT 2001) of 52.219-9

___ (iii) Alternate II (OCT 2001) of 52.219-9.

___ (9) 52.219-14, Limitations on Subcontracting (DEC 1996) (15 U.S.C. 637(a)(14)).

___ (10)(i) 52.219-23, Notice of Price Evaluation Adjustment for Small Disadvantaged Business Concerns (SEP 2005) (10 U.S.C. 2323) (if the offeror elects to waive the adjustment, it shall so indicate in its offer).

___ (ii) Alternate I (JUNE 2003) of 52.219-23.

___ (11) 52.219-25, Small Disadvantaged Business Participation Program--Disadvantaged Status and Reporting (OCT 1999) (Pub. L. 103-355, section 7102, and 10 U.S.C. 2323).

___ (12) 52.219-26, Small Disadvantaged Business Participation Program--Incentive Subcontracting (OCT 2000) (Pub. L. 103-355, section 7102, and 10 U.S.C. 2323).

___ (13) 52.219-27, Notice of Total Service-Disabled Veteran-Owned Small Business Set-Aside (May 2004).

- ___ (14) 52.222-3, Convict Labor (JUNE 2003) (E.O. 11755).
- ___ (15) 52.222-19, Child Labor--Cooperation with Authorities and Remedies (JAN 2006) (E.O. 13126).
- ___ (16) 52.222-21, Prohibition of Segregated Facilities (FEB 1999).
- ___ (17) 52.222-26, Equal Opportunity (APR 2002) (E.O. 11246).
- ___ (18) 52.222-35, Equal Opportunity for Special Disabled Veterans, Veterans of the Vietnam Era, and Other Eligible Veterans (SEP 2006) (38 U.S.C. 4212).
- ___ (19) 52.222-36, Affirmative Action for Workers with Disabilities (JUN 1998) (29 U.S.C. 793).
- ___ (20) 52.222-37, Employment Reports on Special Disabled Veterans, Veterans of the Vietnam Era, and Other Eligible Veterans (SEP 2006) (38 U.S.C. 4212).
- ___ (21) 52.222-39, Notification of Employee Rights Concerning Payment of Union Dues or Fees (DEC 2004) (E.O. 13201).
- ___ (22)(i) 52.223-9, Estimate of Percentage of Recovered Material Content for EPA-Designated Products (AUG 2000) (42 U.S.C. 6962(c)(3)(A)(ii)).
- ___ (ii) Alternate I (AUG 2000) of 52.223-9 (42 U.S.C. 6962(i)(2)(c)).
- ___ (23) 52.225-1, Buy American Act--Supplies (JUNE 2003) (41 U.S.C. 10a-10d).
- ___ (24)(i) 52.225-3, Buy American Act--Free Trade Agreements--Israeli Trade Act (NOV 2006) (41 U.S.C. 10a-10d, 19 U.S.C. 3301 note, 19 U.S.C. 2112 note, Pub. L 108-77, 108-78, 108-286, 109-53 and 109-169).
- ___ (ii) Alternate I (JAN 2004) of 52.225-3.
- ___ (iii) Alternate II (JAN 2004) of 52.225-3.
- ___ (25) 52.225-5, Trade Agreements (NOV 2006) (19 U.S.C. 2501, et seq., 19 U.S.C. 3301 note).
- X (26) 52.225-13, Restrictions on Certain Foreign Purchases (FEB 2006) (E.O.s, proclamations, and statutes administered by the Office of Foreign Assets Control of the Department of Treasury).
- ___ (27) 52.226-4, Notice of Disaster or Emergency Area Set-Aside (42 U.S.C. 5150).
- ___ (28) 52.226-5, Restrictions on Subcontracting Outside Disaster or Emergency Area (42 U.S.C. 5150).
- ___ (29) 52.232-29, Terms for Financing of Purchases of Commercial Items (FEB 2002) (41 U.S.C. 255(f), 10 U.S.C. 2307(f)).
- ___ (30) 52.232-30, Installment Payments for Commercial Items (OCT 1995) (41 U.S.C. 255(f), 10 U.S.C. 2307(f)).
- X (31) 52.232-33, Payment by Electronic Funds Transfer--Central Contractor Registration (OCT 2003) (31 U.S.C. 3332).
- ___ (32) 52.232-34, Payment by Electronic Funds Transfer--Other than Central Contractor Registration (MAY 1999) (31 U.S.C. 3332).

____ (33) 52.232-36, Payment by Third Party (MAY 1999) (31 U.S.C. 3332).

____ (34) 52.239-1, Privacy or Security Safeguards (AUG 1996) (5 U.S.C. 552a).

____ (35)(i) 52.247-64, Preference for Privately Owned U.S.-Flag Commercial Vessels (FEB 2006) (46 U.S.C. Appx 1241(b) and 10 U.S.C. 2631).

____ (ii) Alternate I (APR 2003) of 52.247-64.

(c) The Contractor shall comply with the FAR clauses in this paragraph (c), applicable to commercial services, that the Contracting Officer has indicated as being incorporated in this contract by reference to implement provisions of law or Executive orders applicable to acquisitions of commercial items: [Contracting Officer check as appropriate.]

____ (1) 52.222-41, Service Contract Act of 1965, as Amended (JUL 2005) (41 U.S.C. 351, et seq.).

____ (2) 52.222-42, Statement of Equivalent Rates for Federal Hires (MAY 1989) (29 U.S.C. 206 and 41 U.S.C. 351, et seq.).

____ (3) 52.222-43, Fair Labor Standards Act and Service Contract Act--Price Adjustment (Multiple Year and Option Contracts) (NOV 2006) (29 U.S.C. 206 and 41 U.S.C. 351, et seq.).

____ (4) 52.222-44, Fair Labor Standards Act and Service Contract Act--Price Adjustment (February 2002) (29 U.S.C. 206 and 41 U.S.C. 351, et seq.).

(d) Comptroller General Examination of Record. The Contractor shall comply with the provisions of this paragraph (d) if this contract was awarded using other than sealed bid, is in excess of the simplified acquisition threshold, and does not contain the clause at 52.215-2, Audit and Records--Negotiation.

(1) The Comptroller General of the United States, or an authorized representative of the Comptroller General, shall have access to and right to examine any of the Contractor's directly pertinent records involving transactions related to this contract.

(2) The Contractor shall make available at its offices at all reasonable times the records, materials, and other evidence for examination, audit, or reproduction, until 3 years after final payment under this contract or for any shorter period specified in FAR Subpart 4.7, Contractor Records Retention, of the other clauses of this contract. If this contract is completely or partially terminated, the records relating to the work terminated shall be made available for 3 years after any resulting final termination settlement. Records relating to appeals under the disputes clause or to litigation or the settlement of claims arising under or relating to this contract shall be made available until such appeals, litigation, or claims are finally resolved.

(3) As used in this clause, records include books, documents, accounting procedures and practices, and other data, regardless of type and regardless of form. This does not require the Contractor to create or maintain any record that the Contractor does not maintain in the ordinary course of business or pursuant to a provision of law.

(e) (1) Notwithstanding the requirements of the clauses in paragraphs (a), (b), (c), and (d) of this clause, the Contractor is not required to flow down any FAR clause, other than those in paragraphs (i) through (vi) of this paragraph in a subcontract for commercial items. Unless otherwise indicated below, the extent of the flow down shall be as required by the clause--

(i) 52.219-8, Utilization of Small Business Concerns (May 2004) (15 U.S.C. 637(d)(2) and (3)), in all subcontracts that offer further subcontracting opportunities. If the subcontract (except subcontracts to small business concerns) exceeds \$550,000 (\$1,000,000 for construction of any public facility), the subcontractor must include 52.219-8 in lower tier subcontracts that offer subcontracting opportunities.

- (ii) 52.222-26, Equal Opportunity (April 2002) (E.O. 11246).
 - (iii) 52.222-35, Equal Opportunity for Special Disabled Veterans, Veterans of the Vietnam Era, and Other Eligible Veterans (SEP 2006) (38 U.S.C. 4212).
 - (iv) 52.222-36, Affirmative Action for Workers with Disabilities (June 1998) (29 U.S.C. 793).
 - (v) 52.222-39, Notification of Employee Rights Concerning Payment of Union Dues or Fees (DEC 2004) (E.O. 13201).
 - (vi) 52.222-41, Service Contract Act of 1965, as Amended (Jul 2005), flow down required for all subcontracts subject to the Service Contract Act of 1965 (41 U.S.C. 351, et seq.).
 - (vii) 52.247-64, Preference for Privately Owned U.S.-Flag Commercial Vessels (FEB 2006) (46 U.S.C. Appx 1241(b) and 10 U.S.C. 2631). Flow down required in accordance with paragraph (d) of FAR clause 52.247-64.
- (2) While not required, the contractor May include in its subcontracts for commercial items a minimal number of additional clauses necessary to satisfy its contractual obligations.

(End of clause)

52.252-2 CLAUSES INCORPORATED BY REFERENCE (FEB 1998)

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this/these address(es):

.
<http://www.arnet.gov/far>
<http://farsite.hill.af.mil>
<http://farsite.hill.af.mil/VFDFARA.HTM>

(End of clause)

252.212-7001 CONTRACT TERMS AND CONDITIONS REQUIRED TO IMPLEMENT STATUTES OR EXECUTIVE ORDERS APPLICABLE TO DEFENSE ACQUISITIONS OF COMMERCIAL ITEMS (JAN 2007)

(a) The Contractor agrees to comply with the following Federal Acquisition Regulation (FAR) clause which, if checked, is included in this contract by reference to implement a provision of law applicable to acquisitions of commercial items or components.

 X 52.203-3, Gratuities (APR 1984) (10 U.S.C. 2207).

(b) The Contractor agrees to comply with any clause that is checked on the following list of Defense FAR Supplement clauses which, if checked, is included in this contract by reference to implement provisions of law or Executive orders applicable to acquisitions of commercial items or components.

- (1) ___ 252.205-7000, Provision of Information to Cooperative Agreement Holders (DEC 1991) (10 U.S.C. 2416).
- (2) ___ 252.219-7003, Small, Small Disadvantaged and Women-Owned Small Business Subcontracting Plan (DoD Contracts) (APR 1996) (15 U.S.C. 637).
- (3) ___ 252.219-7004, Small, Small Disadvantaged and Women-Owned Small Business Subcontracting Plan (Test Program) (JUN 1997) (15 U.S.C. 637 note).
- (4) ___ 252.225-7001, Buy American Act and Balance of Payments Program (JUN 2005) (41 U.S.C. 10a-10d, E.O. 10582).
- (5) X 252.225-7012, Preference for Certain Domestic Commodities (JAN 2007) (10 U.S.C. 2533a).
- (6) ___ 252.225-7014, Preference for Domestic Specialty Metals (JUN 2005) (10 U.S.C. 2533a).
- (7) ___ 252.225-7015, Restriction on Acquisition of Hand or Measuring Tools (JUN 2005) (10 U.S.C. 2533a).
- (8) ___ 252.225-7016, Restriction on Acquisition of Ball and Roller Bearings (MAR 2006) (Section 8065 of Public Law 107-117 and the same restriction in subsequent DoD appropriations acts).
- (9) ___ 252.225-7021, Trade Agreements (NOV 2006) (19 U.S.C. 2501-2518 and 19 U.S.C. 3301 note).
- (10) ___ 252.225-7027, Restriction on Contingent Fees for Foreign Military Sales (APR 2003) (22 U.S.C. 2779).
- (11) ___ 252.225-7028, Exclusionary Policies and Practices of Foreign Governments (APR 2003) (22 U.S.C. 2755).
- (12)(i) ___ 252.225-7036, Buy American Act--Free Trade Agreements--Balance of Payments Program (OCT 2006) (41 U.S.C. 10a-10d and 19 U.S.C. 3301 note).
- (ii) ___ Alternate I (OCT 2006) of 252.225-7036.
- (13) ___ 252.225-7038, Restriction on Acquisition of Air Circuit Breakers (JUN 2005) (10 U.S.C. 2534(a)(3)).
- (14) ___ 252.226-7001, Utilization of Indian Organizations, Indian-Owned Economic Enterprises, and Native Hawaiian Small Business Concerns (SEP 2004) (Section 8021 of Pub. L. 107-248 and similar sections in subsequent DoD appropriations acts).
- (15) ___ 252.227-7015, Technical Data--Commercial Items (NOV 1995) (10 U.S.C. 2320).
- (16) ___ 252.227-7037, Validation of Restrictive Markings on Technical Data (SEP 1999) (10 U.S.C. 2321).
- (17) ___ 252.232-7003, Electronic Submission of Payment Requests (MAY 2006) (10 U.S.C. 2227).
- (18) ___ 252.237-7019, Training for Contractor Personnel Interacting with Detainees (SEP 2006) (Section 1092 of Public Law 108-375).
- (19) ___ 252.243-7002, Requests for Equitable Adjustment (MAR 1998) (10 U.S.C. 2410).
- (20)(i) ___ 252.247-7023, Transportation of Supplies by Sea (MAY 2002) (10 U.S.C. 2631).

(ii) ___ Alternate I (MAR 2000) of 252.247-7023.

(iii) ___ Alternate II (MAR 2000) of 252.247-7023.

(iv) ___ Alternate III (MAY 2002) of 252.247-7023.

(21) ___ 252.247-7024, Notification of Transportation of Supplies by Sea (MAR 2000) (10 U.S.C. 2631).

(c) In addition to the clauses listed in paragraph (e) of the Contract Terms and Conditions Required to Implement Statutes or Executive Orders--Commercial Items clause of this contract (FAR 52.212-5), the Contractor shall include the terms of the following clauses, if applicable, in subcontracts for commercial items or commercial components, awarded at any tier under this contract:

252.225-7012, Preference for Certain Domestic Commodities.

(End of clause)

CCE 204-4000 U.S. AND HOST NATION HOLIDAYS (March 2005)

US Holidays Work Shall Not be performed on U.S. holidays occurring during the normal workweek unless otherwise directed by the contracting officer. When a U.S holiday occurs on a Saturday or a Sunday, the holiday is observed on the preceding Friday or following Monday, respectively.

Host Nation Holidays Work Shall be performed on local Host Nation* holidays occurring during the normal workweek unless otherwise directed by the contracting officer.

* Local host nation holidays occur in the region/state where contract performance takes place.

The U.S. holidays are:

New Year's Day	January 1 st
M L King Memorial Day	3d Monday in January
Presidents' Day	3d Monday in February
Memorial Day	last Monday in May
Labor Day	1st Monday in September
Columbus Day	2d Monday in October
Veterans' Day	November 11th
Thanksgiving Day	4th Thursday in November
Christmas Day	December 25th

The Netherlands holidays are:

New Year's Day	01 January
Good Friday	Varies yearly
Easter Monday	Varies yearly
The Queen's Birthday	30 April
Ascension Day	Varies yearly
Whit-Monday	Varies yearly
Christmas Day	25 December
Boxing Day	26 December

The Belgium holidays are:

New Year's Day	01 January
Easter Monday	varies yearly
Labor Day	01 May
Ascension Day	varies yearly
Bank Holiday	varies yearly
Whit-Monday	varies yearly
National Independence Day	21 July
Assumption	15 August
All Saints Day	01 November
Armistice Day	11 November
Dynasty Day	varies yearly

Luxembourg holidays are:

New Year's Day	01 January
Carnival Monday	varies yearly
Easter Monday	varies yearly
May Holiday	01 May
Ascension Day	varies yearly
Whit-Monday	varies yearly
National Holiday	23 June
Assumption	01 November
All Souls' Day	02 November
Christmas Day	25 December
Christmas Day	26 December

Christmas Day	25 December	Boxing Day	26 December
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The German national and local holidays are:

New Years Day	01 January
Three King's Day (Only in Baden Wurttemberg and Bavaria)	06 January
Good Friday	Varies
Easter Monday	Varies
Labor Day	01 May
Ascension Day	Varies
Whit Monday	Varies
Corpus Christi (Only in Baden-Wurttemberg, Bavaria, Hessen, Nordrhein- Westphalia,Rhineland-Palatinate and Saarland)	Varies
Assumption Day (Only in Saarland and Roman Catholic areas of Bavaria)	15 August
Day of German Unity	03 October
All Saints' Day (Only in Baden-Wuerttemberg, Bavaria, North Rhine-Westphalia, Rhineland-Palatinate and Saarland)	01 November
1st Christmas	25 December
2nd Christmas Day	26 December

CCE 225-4000 AUTHORIZATION TO PERFORM SERVICES IN GERMANY (March 2005)

Contractors performing services in the Federal Republic of Germany (FRG) shall comply with German law. The Contractor shall determine whether performance requires registration with German authorities or authorization to do business in Germany and, if so, shall comply with all requirements. Whether or not registration or authorization to do business is required, the Contractor also shall determine what documents or authorization its employees and any subcontractor employees must possess to work in Germany. The Contractor shall ensure affirmatively that its employees and subcontractor employees possess such documents or authorizations.

Contractor employees who:

- (a) are not nationals of Germany or other European Union countries, and
- (b) are not members of the force, the civilian component or their dependents, and
- (c) do not have assimilated status under Articles 71, 72, or 73 of the Supplementary Agreement to the NATO SOFA shall possess work and residence permits.

By acceptance of and performance under this contract and any task orders or delivery orders issued hereunder, the Contractor affirms that it has complied with the requirements above.

Compliance with this clause and German law is a material contract requirement. Noncompliance by the Contractor or Subcontractor at any tier shall be grounds for issuing a negative past performance evaluation and terminating this contract, task order, or delivery order for default.

CCE 225-4003 NOTICE OF CONTRACTOR RESPONSIBILITY TO HOST NATION (March 2005)

This is a non-personal service contract with an individual acting as an independent contractor. As such, the contractor is not an employee of the U.S. Government and it is solely the contractor's responsibility to determine his/her reporting and payment responsibilities under Host Nation tax and labor laws. Status as a member of the U.S. Forces under the NATO SOFA Supplementary Agreement does not in itself relieve the contractor of responsibilities under Host Nation laws. Contractor should consult appropriate authorities and advisors on these matters.

Department of Defense military and civilian personnel will not provide advice in these matters. Contractor shall

hold harmless the U.S. Government for any liability that may arise from the contractor's noncompliance with Host Nation laws.

ADDENDA

ADDENDUM TO FAR 52.212-1, INSTRUCTIONS TO OFFERORS - COMMERICAL ITEMS

FAR 52.212-1 is hereby amended to reflect the changes shown below as to the specific paragraph revised.

Para (a) (on small business size and identification). This does not apply to this solicitation.

Para (b) **Submission of Offers.** The following amends this paragraph with respect to the information and documents required for submission to this solicitation:

**Quote a price for each line item in the Request for Quotation (RFQ).
Provide transcripts, letters of recommendations and/or other information to
document that you meet the qualifications required in the Performance
Work Statement (PWS)**

In addition submit the following documents with the quotation:

- a. for Family Members: Copy of Identification and Privilege Card
(ID) and DEROS date**
- b. for Members of the EC countries: Copy of Personalausweis or Reisepass**
- c. for Memers of Non-EC countries: Aufenthaltsgenehmigung and
Arbeitserlaubnis (residence and work
permit)**

Return completed packet to (mail, fax or e-mail):

Regional Contracting Office Franconia

ATTN: Antonie Leuser

Building 7108, Warner Barracks

Weissenburgstrasse 10

or

UNIT 26622

96052 Bamberg

APO AE 09139

FAX: Civ 0951-300-9400

E-mail address: antonie.leuser@us.army.mil

Additional information:

**a. Your price quote is for a non-personal service contract and it is important
that you understand the terms and conditions of the contract. Some examples are:**

**Termination for Convenience of the Government: The Government can
terminate the contract if services are no longer needed.**

Termination for Cause: If the contractor fails to perform the services or

any of the provisions of the contract. The contractor could be liable to the Government for any excess procurement costs for the services. The contractor has no authority to just terminate the contract.

b. This is not a contract for employment, rather it is a contract for services, therefore, an employer-employee relationship does not exist.

c. Read the Performance Work Statement carefully prior to submitting a quotation.

d. We recommend that you do not release your price quotation to anyone other than The RCO Franconia.

Para (h) Multiple Award. This is amended as to state that only one (1) award will be made from this solicitation.

Para (i) Availability of Requirements document cited in the solicitation. This paragraph does not apply to this solicitation.

ADDENDUM TO FAR 52.212-2, EVALUATION – COMMERCIAL ITEMS

Only one contract will be awarded from this solicitation. Award will be on an “ALL OR NONE” basis. Price quotes for less than all of the solicited services will be rejected as nonconforming and unacceptable to the solicitation.

Evaluation of offers will be made based on price, provided the qualification required in The Performance Work Statement (PWS) are met.

SPECIAL INSTRUCTIONS

SUB-CONTRACTING – NON PERSONAL SERVICE CONTRACTS

a. The contractor will provide a qualified substitute for all periods of time he/she cannot perform the services. Substitutes must be approved by the Contracting Officer. The request for approval of a substitute must include:

- (1) Qualifications of the substitute
- (2) Evaluation of the qualifications and concurrence of the Requiring Activity
- (3) Relationship between the substitute and the Requiring Activity, if any
- (4) Current employment status of the substitute
- (5) Copy of the following documents:

- | | |
|--------------------------------------|---|
| (a) for Family Members: | Identification and Privilege Card (ID) |
| (b) for Members of the EC Countries: | Personalausweis or Reisepass |
| (c) for Members of Non-EC Countries: | Aufenthaltsgenehmigung (residence permit and Arbeitserlaubnis (work permit) |

- b. The substitute shall have no claim whatsoever against the Government for services rendered and the price to be paid to the substitute shall be a matter entirely between the Contractor and the substitute.
- c. The contractor will identify all absences (except for emergencies) for the duration of the contract within two weeks of the contract being signed and will propose a written plan to the Point of Contact, to cover every aspect of the contract while he/she is absent.
- d. In the event the Contractor fails to provide a satisfactory substitute to perform at any time which the Contractor does not perform, the Contractor hereby authorizes the Contracting Officer to procure the services of a satisfactory substitute for the account of the Contractor. The amount paid or owed to the substitute by the Government for such services shall be deducted from any amount due to the Contractor under this contract. This provision imposes no obligation on the Contracting Officer to exercise the foregoing authority and shall not be construed to diminish the rights of the Government under the clause entitled "Termination".

PERFORMANCE WORK STATEMENT

**PERFORMANCE WORK STATEMENT (PWS)
UNITED STATES ARMY GARRISON SCHWEINFURT/LEIGHTON
ARMY COMMUNITY SERVICE
RELOCATION READINESS PROGRAM (RRP)**

Relocation Specialist

1. The Relocation Specialist (RS) falls under the Relocation Readiness Program (RRP). The RRP is designed to provide overseas orientation, including cross-cultural training experiences, which will facilitate adaptation and reduce relocation stress for soldiers and their family members. Objectives are accomplished through extensive community information, cultural adaptation information, developing and providing information packets, SITES (Standard Installation Topics Exchange Service) booklets, Lending Closet services and various relocation briefing and classes, for soldiers, family members and civilians.
2. **Scope of Work:**
The purpose of the RS is to provide relocation assistance and support to incoming personnel by ensuring that service members and their families have the tools they need to cope with the mobile military lifestyle. The RS (hereafter referred to as the "Contractor") will provide current information guidance, education and training during the arrival and orientation phase of relocating.
3. **Location of work:**
The Contractor will have access to the ACS, Leighton Barracks, Wuerzburg, Bldg. 14, for the purpose of completing services. During normal duty hours (0800-1700) these facilities will be unlocked. The Contractor will be responsible for reserving space, equipment and supplies as needed with the appropriate POC's. Arrangements for use of the above mentioned facilities after normal duty hours would be the sole responsibility of the Contractor. If other than the above mentioned facilities are required, the Contractor will be responsible for making all arrangements in advance.
4. **Hours:**
Generally, services shall be provided during the hours of 1000 and 1700, Monday, Tuesday, Wednesday, and Friday. On Thursday, service will occur during the hours of

0800 and 1700 to provide coverage of the front desk during training until 1200. The Contractor will also be available to provide front desk coverage from 1200 to 1300, daily. The Contractor and the POC/Relocation Manager will arrange any evening requirements. The service rate will remain the same. The Contractor shall not perform services on legal U.S. holidays. The legal U.S. holidays are those recognized by the Federal Civil Service calendar.

5. Contractor shall provide the following specific tasks:

- a. Contractor shall provide services for the Loan Closet during the term of the contract as described in the Standard Operating Procedures (SOP) for Army Community Service (ACS) Relocation Readiness Program Loan Closet.
- b. Contractor shall produce monthly SITES (Standard Installation Topic Exchange Service) booklets, as requested by clients. Booklets shall include the following: Table of Contents; General information on Housing; Overview Housing; Area Housing demographics; Government Housing; Community Housing; General information on relocation; Household goods and POV shipments; Veterinary information; Reporting procedures; Temporary Lodging; General information support services; Family Centers; Chapel Services; Youth Services; Treatment and Counseling services; Legal assistance; and Other services.
- c. Contractor shall update information within the community for SITES, quarterly, by contacting organizations to verify telephone number, location and hours of operation. Updated information will be given to Relocation Program Manager.
- d. Contractor shall maintain and produce information packets (NOW and Sponsorship), 10 per month. The Contractor shall ensure that information contained in packets is current, accurate and updated each month. The Contractor shall request inserts in Welcome Packers be reproduced in necessary quantities and pick-up orders from Defense Automated Printing Services (DAPS). The Contractor shall place the following information in the USAG Schweinfurt packets: Area housing demographics, general information on housing, household goods, veterinary information, reporting procedures, temporary lodging, chapel services, youth services, legal assistance and claims, treatment and counseling services, information on the downtown area of Wuerzburg, Germany, information on all of the ACS programs, employment and education information, information on the American Red Cross and medical facilities, telephone directory and other services.
- e. The contractor shall complete between a minimum of 28 hours and a maximum of 40 hours of customer support at the ACS reception desk at Leighton Barracks each month.

- f. The contractor shall report statistical data to the Relocation Readiness Program Manager each month.
 - g. The Contractor shall update up to 10 flyers and handouts per month as advertising and marketing tools for services offered within the Relocation Program (up to approx 30 hours per month). In conjunction with Marketing and Automation.
 - h. The Contractor shall update the Relocation bulletin board each month with current information, flyers and events.
- 6. Contractor shall accomplish the following in conjunction with the duties listed above:**
- a. Use all available media to advertise program to include, requesting flyers From Marketing and Advertising four (4) weeks in advance, distributing them through Family Readiness Groups, Chapel, school magazine, community newspaper, library, "I&R Distro List", advertising on information marquees, and conducting radio spots on AFN. In conjunction with advertising.
 - b. Provide the Relocation Manager/COR weekly statistical report on types of advertising and marketing techniques and usage, telephone logs and briefing attended.
 - c. Furnish statistical reports by the last day of each month to COR/Relocation. Reports should include the number of SITES booklets created, NOW packets created, Lending Closet use, classes conducted, sign-up sheets, attendance rosters (i.e. number present and military rank of attendees) and feedback sheets.
 - d. Contractor shall report to the Relocation Manager any issues or concerns with the participants.
 - e. The Contractor shall meet with the Relocation Manager within two (2) weeks of contract award to discuss program requirements and responsibilities, then once a week, thereafter, to discuss program statistics and progress.
 - f. The Contractor shall be responsible for maintaining records and files incident to the services provided by this contract in accordance with the ARIMS system. All information related to this contract shall remain the property of the US Government and will be stored within an ACS facility.
- 7. Qualifications:**
- Contractor's prerequisites are one (1) year experience in data collection and data processing, six (6) months or more experience providing human resource assistance in a military installation and the ability to communicate and be understood clearly in English.

The Contractor shall have knowledge and provide evidence in areas such as; proficiency in computers (Microsoft Word, Access, Excel) and the ability to research and network.

8. Disclosure of Information:

Complete confidentiality of all personal and privacy act information that pertains to clients who utilize SITES (Standard Installation Topic Exchange Service). Failure to maintain confidentiality could be grounds for terminating the contract. The sharing of information regarding SITES or any client thereof with any person other than the respective referral source, and/or Contracting Officer Representative (COR) is prohibited.

9. Support:

- a. The Contractor shall be authorized use of ACS telephones for local and long distance calls under the program guidelines.
- b. A photocopy machine at ACS will be made available for use by the Contractor to fulfill contract requirements.
- c. A computer at ACS will be made available for use by the Contractor to fulfill contract requirements.
- d. US Government property will be made available for use in the performance of the services described in this Performance Work Statement (PWS). The US Government will provide furnishings under the guidelines of this contract. Contractor shall be responsible for safeguarding all US Government property.

10. Target Population:

Contractor shall render service to all community ID cardholders. Service described in the PWS shall be made available to active duty and retired military and their family members and to Army National Guard, Civilians and US Army Reserve, when on active duty and their family members. The Relocation Readiness Manager (RRM) will approve eligibility exceptions.

11. Physical Security:

The Contractor shall establish and implement methods to ensure that physical security of all US Government property and facilities are take care of. Locking of external doors and windows is necessary when leaving the facility. Internal doors should be locked to protect US Government property. Access to office areas should be monitored and limited.

12. Safety:

The Contractor shall be aware of local safety requirements and ensure that all reasonable effort is made to protect all persons from harm and the US Government property from damage.

SOP, LOAN CLOSET

**DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT AGENCY
HEADQUARTERS, UNITED STATES ARMY GARRISON, SCHWEINFURT
CMR 457
APO AE 09033**

IMEU-SWF-MWA

MEMORANDUM FOR RECORD

SUBJECT: Standard Operating Procedures (SOP) for Army Community Service (ACS)
Relocation Readiness Program Loan Closet.

1. Reference: AR 608-1, Army Community Service Center, 21 July 2006.
2. Purpose: To establish operating procedures for use and administration of the ACS Loan Closet within the US Army Garrison (USAG) Schweinfurt serving the Schweinfurt and Würzburg communities.
3. Overview: The Loan Closet provides items in order to limit the financial burden caused during the transitional period of the relocation process. The items available for use consist of, but are not limited to, basic kitchen items (dishes, pots and pans, silverware, and bake ware), small appliances (toasters, irons, and coffeemakers), and baby items (porta-cribs, highchairs, strollers, and car seats).
4. Eligibility: The Loan Closet is available to soldiers, reserve military personnel on active duty, DoD civilians and family members during relocation, specifically while individuals are waiting for household goods to arrive and after household goods have been packed up and the individuals are pending departure from the community. A copy of the sponsor's orders is required as proof that the sponsor is actually in transition.
5. Conditions of Loan Closet Use:
 - a. Term of Loan: Loan Closet items are lent to newcomers for an initial sixty (60) day period. Loan Closet items are lent to outbound individuals with a return date set prior to their departure from the community.
 - b. Extensions: If the individual's household goods have not arrived by the end of the initial sixty days, an extension may be approved upon verification from the Transportation Office that the household goods in question have not arrived. The Relocation Readiness Program Staff may make exceptions on a case-by-case basis (delay of departure, deployments, etc.). Vacuum cleaners shall be issued for a maximum time of 48 hours. Microwaves shall be issued for a maximum time of 30 days.

No extensions shall be granted for both microwaves and vacuums regardless of status of household goods arrival dates. Exceptions are authorized by the Relocation Readiness Program Manager or Director, ACS.

NOTE: Reservists may be allowed to keep items longer only if items are not needed to cover normal lending needs. Reservists are not authorized to borrow microwaves. Items concerned must be returned within two (2) working days after notification to the reservist. Reservists will be briefed on this policy to preclude misunderstandings.

c. Terms of Usage: Each individual wishing to borrow items from the Loan Closet must present a valid ID card and a copy of the sponsor's orders in addition to providing the sponsor's name, rank, unit, mailing address, and duty and home phone telephone numbers. **NOTE: Personnel possessing valid ID cards who experience a disaster (fire, theft, water damage, etc.) are eligible for loan of Loan Closet items.** ACS staff will ensure that individuals borrowing items understand they are responsible for each item identified as being signed out on the agreement. The usage agreement states that the individual signing for items accepts responsibility for their return in a clean and serviceable condition. The borrower will replace lost, damaged or unserviceable items.

d. Loan Closet items are purchased with Appropriated Funds, thus are US Government property. Therefore, the sponsor will clear his/her hand receipt with the Loan Closet before being cleared by ACS.

6. Recordkeeping: Each new Loan Closet Hand Receipt will be entered in the Client Tracking System (CTS) Program. Two copies are made. One copy of the receipt is given to the sponsor/family member. The second copy will be kept in the "Open Loan Closet" file. Once an individual has returned all items and cleared his/her hand receipt, the closed hand receipt will be placed in the "Closed Loan Closet" files.

7. Receiving Loan Closet Inventory: In order to ensure accuracy of records, the following steps will be taken by ACSC Staff when receiving Loan Closet inventory.

a. Each item on the hand receipt will be marked through as it is returned in serviceable condition.

b. Open client's record in CTS. Press the "LENDING CLOSET" button in the CTS navigation bar to bring up the current checked out items for that individual. Press the "CHECK IN" button next to the item you want to check in by entering the quantity in the "# OK" column. If the item is damaged or not working, enter the returned quantity in the "# non working column" then press "CHECK IN ITEMS" button to return the items to the system inventory. Print a copy of the hand receipt for the soldier or family member.

8. Delinquent Accounts: When the Loan Closet term of issue has expired, ACS Staff will recover the items by using the following steps. Every action taken to retrieve the Loan Closet items will be annotated on the physical record.

a. When the item becomes past due, three attempts will be made to reach sponsor regarding overdue items via, email or telephone.

b. If there is no response after the third attempt, a call will be placed or a memorandum will be sent to the sponsor's Commander or First Sergeant via email.

c. If items are not returned within two weeks after the Command memorandum is sent, a letter will be sent to the Battalion Commander.

9. To Conduct Permanent Change of Station (PCS) Clearance:

a. Persons with items checked out of the Loan Closet shall not be cleared from the ACS until all the items are returned and/or replaced.

b. If the person is not on file, clear him/her in the appropriate space on the clearance sheet by printing name of staff, telephone number, and signature.

10. Points of contact for this memorandum are Beate Williams, Schweinfurt Relocation Readiness Program Manager, at DSN 354-7060 and Christine Carruthers, Leighton Relocation Readiness Program Manager, DSN 350-7103.

HAL SNYDER
Director, Army Community Service